

**STATE HUMAN RELATIONS COMMISSION
FULL COMMISSION MEETING MINUTES
DOVER, DELAWARE**

THURSDAY, NOVEMBER 8, 2018

The November monthly meeting of the Delaware State Human Relations Commission was held in the House Hearing Room at Legislative Hall, 411 Legislative Avenue, Dover, Delaware 19901.

Attendance:

Commission Members Present: Chairperson Gail Tarlecki, Vice Chair Olga Ramirez, Whittona Burrell, Earnest Gulab, Nancy Maihoff, Walter Smith, Jr., Kerri Harris

Commission Members not present: Erika Caesar (E), Dolores Finger Wright (E), Bernice Edwards (E), Chok-Fun Chui (E), Jamaal Bivens (E), Diaz Bonville (E), Robert Watson, Jr. (E), Rosemarie Williams (E), Calvin Christopher (E).

Division of Human Relations: Director Romona Fullman, Amy Willey, and Vincent Petroff

Members of the public present: David Garrett, David Tarlecki

I. Call to Order

The meeting was called to order by Chair Gail Tarlecki at 9:32 a.m. followed by a period of silent meditation.

II. Approval of Minutes

The minutes of the September SHRC meeting were submitted by email prior to the meeting. A quorum was not present, so no vote was taken.

III. Members of the Public Present:

David Garrett introduced himself, as he has put an application into the Governor's office to join the State Human Relations Commission. He is from Rehoboth Beach, Sussex County.

IV. Chair's Report

<i>Topic / Discussion</i>	<i>Actions to be Taken</i>	<i>Leaders</i>	<i>Due Date</i>
<u>OMB Budget Hearing</u> - Chair Tarlecki thanked Commissioners for attending the hearing. She was pleased with the turnout and opportunity for the SHRC to be seen and heard.	Maintain visibility in the general assembly	Chair Tarlecki	
<u>Committee Assignments</u> – The goal is to have balance in the number of member Commissioners serving on all committees. Currently seeking to balance membership on the Public Awareness Committee (too few) versus the Community Response Committee (too many). Commissioner Maihoff suggested merging the two committees consider overlapping functions. Commissioner Burrell supported the idea. The plan is to finalize committee appointments at the December meeting.	Discuss combining the Public Awareness and the Community Response Committees Finalize committee assignments at December Meeting.	Chair Tarlecki	12/13/2018
<u>SHRC Bylaws</u> – Several amendments were recently approved by the SHRC. The Legislative Committee is charged to review and recommend additional revisions needed.	Legislative Committee to review and recommend updates.	Legislative Committee Chair Caesar	
<u>Commissioner Vacancies and Recruitment</u> – Commissioners should continuously look for potential candidates to serve on the Commission. The application of David Garrett (Sussex County) has been submitted to the Governor's Office for approval and appointment to the Commission.	Coordinate to recruit and fill Commission vacancies	SHRC Chair Tarlecki	
<u>Commission Appointments and Reappointments</u> - The Governor's office worked through the backlog to update all Commissioners. There should be no expired terms or pending appointments.	Confirm Commissioner reappointments	Chair Tarlecki and Division Staff	

<u>Communication Alerts</u> - Create a notification system to alert Commissioners of meetings that are occurring so Commissioners can attend and do the work of the Commission. Sometimes these are found out about the day of and if Commissioners are available they are encouraged to attend.		Chair Tarlecki and Division Staff	
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V. Director's Report

<i>Topic / Discussion</i>	<i>Actions to be Taken</i>	<i>Leaders</i>	<i>Due Date</i>
Director's Report – To be emailed to all Commissioners.		Director Fullman/Admin. III	
<u>DHR Budget</u> –The Budget Hearing for the Dept. of State was held at 8:30 am, before the November SHRC meeting. Seven Commissioners attended the hearing, as well as three DHR staff members. Director Fullman was very appreciative of the support, of Commissioners.			
<u>SHRC Committees</u> – Reminder, all committee meetings, agendas and meeting minutes must be posted on the state's public meeting calendar. Send information to the Division for posting. The OMB (fall) and JFC (winter) hearings provide an opportunity to publicly share the work of the DHR/SHRC and to articulate plans that require funding. Currently developing FY2020 budget.	Post committee meeting schedules, agendas, and minutes on the public calendar. Identify spending needs. Articulate the needs in the budget process.	Committee Chairs Admin. III, Amy Willey Chair Tarlecki	
<u>DHR Office Relocation</u> – DHR is looking to relocate to reduce expenses. Director Fullman will be speaking with the Director of the State Service Centers' to try and locate space in Milford, DE to combine the Kent and Sussex County offices.	Explore relocation options for DHR Dover offices.	Director Fullman	
Training Coordinator Position – Remains in jeopardy due to lack of funds.	Seek funding for the position	Commissioners/Staff	

<u>Name Change</u> : The Commission/Division on Human Rights and Equal Protection, proposed by Investigator Joe Dawson, is on the table. Other suggestions are still welcomed.	Agree on Commission/Division name change	Commissioners/Staff	
<u>Division Training</u> - Free fair housing training, open to the public, is offered quarterly in each county. There are fees for some courses.	Attend Division trainings	Commissioners/Staff	Ongoing
<u>The National Day of Racial Healing 2019</u> - January 22, 2019.			

VI. Committee Reports

<i>Topic / Discussion</i>	<i>Actions to be Taken</i>	<i>Leader</i>	<i>Due Date</i>
<u>Public Awareness Committee (PAC)</u> – Commissioners interested in serving: Commissioner Burrell.	Appoint a Chair	SHRC Chair Tarlecki	December 13, 2018
<u>Legislation Committee</u> – Report by Commissioner Keri Harris. Currently working on Equal Rights Amendment to Delaware Constitution. Working to change bylaws to make Commission stronger. Want to attend Sessions at Legislative Hall two times a year to let General Assembly know that this is important work that we do.	Chair Tarlecki wants to attend Legislative Hall three times a year—January and March/April for JFC meetings.	Chair Erika Caesar	December 13, 2018
<u>Community Response Committee (CRC)</u> – Chair Commissioner Maihoff reported. <u>Public Education EEO Report</u> - Committee supports updating the reports previously prepared and published by the SHRC on minorities in Delaware public and charter school systems but would need staff support. This is the only report that used to go directly from the Commissioners to the Governor.	Appoint Committee Members Develop plans for updating the report on minorities in the public school system	SHRC Chair Tarlecki CRC Chair Maihoff	December 13, 2018

<u>Community Training</u> - The Committee plans work with the groups (including churches) in Sussex County to educate community members on the services of the Division, the complaint process, and completing complaint forms. The target date is Spring 2019.	Develop plans for community education initiative	CRC Chair Maihoff	
<u>Executive Committee</u> – Members: Chair Tarlecki, Vice Chair Ramirez, Commissioner Maihoff, Commissioner Caesar, Commissioner Watson	Appoint two additional members.	SHRC Chair Tarlecki	December 13, 2018

VII. Old Business

<i>Topic / Discussion</i>	<i>Actions to be Taken</i>	<i>Leader</i>	<i>Due Date</i>
Mediation Training provided to the Commissioners for a \$300 charge. The Mediation training is to occur April 11, 12, 13. Division will need to copy materials for training to save on the cost of training.	Commissioners to confirm plans to attend 3-day training	Commissioner Maihoff	April 11-13, 2019
December 13 meeting to be held at the Dover Downs Festival Buffet.	Final count due Nov. 13, and full payment due Nov. 30.	Admin. III	

VIII. New Business

<i>Topic / Discussion</i>	<i>Actions to be Taken</i>	<i>Leader</i>	<i>Due Date</i>
Human Relations Awareness Month - Chair Tarlecki reported that Secretary Bullock identified Doug Denison as a resource for proclamations, proclamation signing events, press releases, etc. Chair Tarlecki suggested a 2019 Human Relations Awareness Month proclamation event be held in the Governor's office in Legislative Hall and include refreshments.	Consider a Human Relations Awareness Month proclamation signing event in Legislative Hall	Chair Tarlecki, Director Fullman Commissioner Burrell	Jan. 1, 2019
Commissioner Harris suggested asking for money for social media outreach to educate and create awareness for the SHRC. Commissioner Maihoff suggested introduce Commissioners to Media, let media know of monthly meetings.		Chair Tarlecki	

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IX. Good News

<i>Topic / Discussion</i>	<i>Actions to be Taken</i>	<i>Leader</i>	<i>Due Date</i>
None			

X. Meeting Adjourned

The Commission meeting was adjourned at approximately 10:50 a.m. by Chair Gail Tarlecki.